DEPARTMENT OF THE NAVY

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MEMORANDUM FOR THE RECORD

From: Director, Distribution Management, Allocation, Resources and Procedures Division
          (PERS-45)
To: Director, Business Operations/Chief Information Officer (PERS-3)

Subj: PERS-4 Y2K Continuation of Operations Plan

Ref: (a) DoD Year 2000 Management Plan
          (b) DoN Year 2000 Action Plan

Encl: (1) BUPERS Y2K Continuation of Operations Plan (COOP)

1. Per references (a) and (b), PERS-4 COOP is submitted as enclosure (1). This plan presents guidelines and procedures to ensure the continued performance of mission essential functions in the event of Y2K induced failure.

2. Enclosure (1) is a dynamic document. Enclosure (1) will be updated and amended as required to reflect more cohesive inputs and contingency plans for systems which interface with OAIS, EAIS, and SPIRIT, and the results of Y2K compliance testing.

3. My point of contact for questions is LCDR S. G. Burlingame. He can be reached at commercial (901) 874-4211 or DSN 882-4211 or E-Mail: p455c@persnet.navy.mil.

P. G. HUIATT
Captain, U.S. Navy

Copy to:
Pers 40, 41, 42, 43, 44

BUPERS Y2K CONTINUATION OF OPERATIONS PLAN (COOP)

I. Purpose, Policy, and Guidance. BUPERS uses two mission critical automated distribution systems: Enlisted Assignment Information System (EAIS) and Officer Assignment Information System (OAIS). OAIS is used for enlisted detailing and OAIS is used for officer detailing. The purpose of this plan is to identify methods for detailing enlisted and officer personnel without existing automated systems in the event that Year 2000 (Y2K) associated problems negatively impact the fidelity of EAIS and OAIS. This plan addresses two specific time frames. Appendix A is the detailing procedures that will be used to prior to Y2K. Appendix B is the enlisted COOP for detailing on or after Y2K and Appendix C is the officer COOP for detailing on or after Y2K. Appendix D provides system status on Naval Military Personnel Distribution Systems (NMPDS) applications. BUPERS COOP is a dynamic plan. As Y2K compliance/renovation occurs for OAIS and EAlS, appropriate changes and amendments will be made to Appendices A through D in order to meet the mission requirements of BUPERS.

II. Personnel Distribution Prior to Y2K. Because orders are written well in advance of detach and report dates, detailers will encounter Y2K issues prior to I January 2000. Because of the high probability of a Y2K crisis, BUPERS will write orders 2-3 months earlier than normal. Starting 1 January 1999, detailers will follow procedures delineated in Appendix A.

III. Discussion. No contingence y information systems exist, nor is it feasible to develop information systems to replace EAIS and OAIS. Although EAIS and OAIS are projected to be renovated and made Y2K compatible by March 1999, there is no assurance that all subsystems and databases which EAIS and OAIS use also will be Y2K compatible. These COOPs considers the worst case scenario: EAIS and OAIS are not operational, or the systems are operational, but information presented within the systems is corrupted.

IV. Methodology and Testing. PERS-455 will develop and test Appendix A no later than November 15, 1999. Appendix B is the proposed means of continuing the enlisted detailing process used by PERS-40 on or after Y2K. Appendix C is the proposed means of detailing officers by PERS-41, 42, 43, and 44 on or after Y2K. Each enlisted branch in PERS-40 and each officer branch will create and send a test set of orders before January 31, 1999. Each branch will write and send orders as delineated in Appendices B and C.

V. Assumptions. BUPERS COOP assumes any Y2K systems failures or related problems will be addressed and corrected within a 90-day span. Therefore, the COOP is a short-term 90-day plan to be used primarily for emergency and safety moves within the Fleet. In addition, RTC Great Lakes, CNET/School commands, EPMAC, and BUPERS will coordinate efforts to ensure movement of recruits from RTC Great Lakes to "A" school and ultimate fleet commands.

A. Power. BUPERS, NSA Millington, has power to operate electrical equipment and building resources.

B. Communications Infrastructure . BUPERS has a means of communicating with the Fleet, EPMAC, and training commands. BUPERS will have at least one or more means of communicating such as phones, E-Mail (PERSNET), message system, or FAX capability.

C. Hardware. BUPERS has computer equipment, FAX machines, printers, phones, and other communication devices that are not affected by Y2K.

D.. Software. BUPERS assumes that the operating systems on personal computers and network operating systems are Y2K compatible. BUPERS will have Microsoft Office in order to develop in-house databases and to create orders.

VI. Invoking COOP and Returning to Normal Operations. During a time of reduced capability on or after Y2K, BUPERS will provide the following levels of service:

A. Level I. Current or replacement systems in place and fully operational. BUPERS is capable of performing all functions consistent with its mission. BUPERS goal is to return to a Level I operating environment as soon as possible.

B. Level II. OAIS/EAIS is partially or completely inaccessible or not usable. BUPERS has power, hardware, software, and communication resources. BUPERS will initiate COOP as delineated in Appendix B and C.

C. Level III. OAIS/EAIS is partially or completely inaccessible or not usable. BUPERS has power and communication resources, but does not have hardware and software available to generate and process orders. In this scenario, personnel will be detailed on a case-by-case basis. Specifically, detailing will occur only for emergency, safety, or movement from training commands.

D. Level IV. All resources are inaccessible. BUPERS has no power, hardware,

software, and communication resources with the Fleet. Fleet personnel remain in place

until systems are back on-line or resources are available to initiate Level I through Level III.

VII. Roles, Responsibilities, and Authority

A. BUPERS

1. DCNP. Overall policy guidance for BUPERS.

.2. PERS-3. **Overall coordination of BUPERS contingency plans.**

3. PERS-4. Overall coordination of BUPERS contingency plans for personnel distribution.

4. PERS-45. Overall coordination of Y2K planning for PERS-4.

5. PERS-455. Developing and coordinating Y2K COOP for PERS-4 and monitoring progress of Y2K testing and compliance of all distribution systems used by BUPERS.

6. PERS-40. Executing COOP for enlisted detailing in Appendix B.

7. PERS-41, 42, 43, and 44. Executing COOP for officer detailing in Appendix C.

B. Naval Reserve Information Systems Office (NRISO). NRISO is responsible for compliance testing and repair of all NMPDS programs. NRISO will provide status on all systems that affect BUPERS' detailing processes.

C. EPMAC. EPMAC will provide contingency plans for providing enlisted requisition information. BUPERS will coordinate job assignments with EPMAC to ensure appropriate accounting and distribution of personnel.

 D. Recruit Training Command Great Lakes (RTC). RTC will develop and execute COOP consistent with BUPERS COOP. RTC COOP will assume that EAIS and SPIRIT system functionality is not available.

VIII. Current Status of BUPERS, Distribution Systems. The current Y2K status of all BUPERS distribution systems is located at Appendix D.

IX. Long-Term Renovation of EAIS and OAIS. NRISO projects EAIS and OAIS will be Y2K compliant by March 1999. SPIRIT, a major subsystem of EAIS, is being replaced by NTRS. NTRS is Y2K compliant and is expected to be

operational by March 1999. These three systems are critical to the detailing process and will be closely monitored to ensure Y2K compliancy and full operational capability.

Appendix A: Personnel Distribution Prior to Y2K

I. Enlisted Detailing Procedures. The enlisted detailing process normally involves detailing personnel 4-6 months prior to their PRDs. To prevent Y2K impact on the distribution process, detailers will write orders 6-9 months prior to a member's PRD. Writing orders 6-9 months prior to a member's PRD vice 4-5 months creates a buffer for the first 2-3 months after I January 2000. For example, regardless of whether a Y2K crisis occurs 1 January 2000, personnel that would have been detailed in January-, February, and March of 2000 will be detailed in October, November, and December of 1999. In essence, detailers will not have to write orders for personnel during the first 3 months of the year 2000. Detailers will focus on writing orders only for emergency or special cases. As detailers begin to write orders in 1999, they may encounter another Y2K problem as described below:

A. EAIS Y2K Compliant. On April 3, 1999, BUPERS will use a critical enlisted requisition file. This requisition file will include jobs with report dates on or after I January 2000. If EAIS date fields have been made Y2K compliant, then detailers will be able to write orders as normal until January 2000.

B. EAIS not Y2K Compliant. If EAIS date fields encounter Y2K problems, then detailers will have to write pseudo detach and report dates. Consider the following example. A sailor is due to detach from one command in January 2000. He will report to his next command in February 2000. A detailer will be writing the orders for the sailor in May or June of 1999. At that point, detailers will be using the enlisted requisition file which will have detach and report dates in the year 2000. Since EAIS will not allow the detailer to write orders with a detach date of January 2000 and a report date of February 2000, the detailer will put December 1999 detach date and a December 1999 report date. The orders will explain and identify the actual detach and report dates in the text of the orders.

II. Officer Detailing Procedures. The officer detailing process normally involves detailing personnel 3-5 months prior to their PRDs. Detailers may encounter. Y2K issues prior to I January 2000; specifically, report and detach dates on or after I January 2000 could prevent orders from being generated by OAIS.

A. OAIS Y2K Compliant. On average, detailers write orders 3-5 months prior to a member's PRD. Detailers will initiate the detailing process 6-9 months of a member's PRD. Detailing 6-9 months out vice 3-5 months will create a buffer for the first 2-3 months into the year 2000. For example, if a Y2K crisis occurs 1 January 2000, personnel **that would have been detailed in January, February, and March** of 2000 will be detailed in October, November, and December of 1999.

B. OAIS not Y2K Compliant. If OAIS is operational, but not capable of using detach or report dates into January 2000, then detailers will create orders that have pseudo report dates. For example, if a member's report date is January 2000, OAIS would not allow a report date for 01/00 (January 2000). A detailer may enter a 12/99 report date and provide amplifying remarks to indicate the correct report date of 01/00. Appropriate changes to correct all databases will be made once OAIS and other dependent systems are fully operational.

Appendix B: COOP for Enlisted Detailing on or after Y2K

1. Objective. COOP for enlisted detailing is applicable for all communities under PERS40, specifically PERS-401 through PERS-401 0, **This COOP focuses** on identifying personnel eligible for orders, executing the order writing process, and delivering orders to the Fleet. Other outputs include sending pertinent information to update ancillary systems (financial accounting systems, personnel records, etc.).

11. COOP on or after January 1. 2000. Detailing will occur only for emergency, safety, and movement of personnel from training commands (i.e., from RTC to "A" schools and to ultimate fleet assignments) if Y2K causes partial or complete system failure to BUPERS distribution systems. Detailers will initiate the following steps:

A. Identifying Personnel for Orders. The first step in detailing is knowing who is available for orders. Personnel become available for orders in two primary instances. First, personnel become available for orders due to their PRDs. Second, personnel become available for reassignment due to "AVAIL" status. AVAIL status represents personnel that have become available for orders prior to their normal PRDs. The following key elements are required for detailers to initiate orders:

1. PRD Rollers. Detailers will generate a 12-month PRD roller list from EAIS on December 23, 1999, which is the last requisition cycle before January 1, 2000. If detailers have identified and written orders 6-9 months out, than BUPERS will potentially not have to detail normal PRD rollers for the first 3 months into the year 2000. Resources permitting, detailers will; Import PRD information into a stand-alone database such as Microsoft Access. In tie detailing process, users will contact- appropriate commands either by message, E-Mail, or phone to confirm PRDs prior to movement of personnel.

2. AVAIL Sources that directly or indirectly provided information that resulted in an "AVAIL" status will contact BUPERS by other forms of communication, such as E-Mail, FAX, or message. Detailers will maintain a list of AVAIL personnel and update as appropriate. Schools (CNET coordinated and N132E Quota Management Office), Recruit Training Command, Great Lakes, and fleet commands will be responsible for identifying and contacting BUPERS when personnel become available or need to be detailed prior to their normal PRDs.

3. Requisition Data File. BUPERS detailing process relies heavily on knowing what jobs are available and the priority associated with each job or requisition. Several dates are milestones to potential Y2K issues with respect to the enlisted requisition. March 27, 1999 is the last requisition, which will not contain report dates that **are on or after January 2000.** April 3, 1999 will be the first requisition that will include report dates on or after January 2000. This COOP assumes that Y2K requisition issues or problems will be identified and corrected by or close to April 3, 1999.

This COOP also assumes that the last requisition (December 23, 1999) prior to 1 January 2000 was captured prior to complete system failure. Detailers will use information from the requisition file with the assumption the data is reliable and usable for approximately 90 days. During a period of sustained system failure, BUPERS will coordinate with EPMAC to make appropriate changes and modifications to the existing requisition file.

B. Determining Eligibility and Writing Orders. Once personnel have been identified for orders, detailers must screen a member's qualifications and/or limitations. If a member meets requirements for a specific job, then orders can be initiated and released. The following steps will be performed:

1. Career Counselor Screening. When a member is being considered for orders, detailers will provide a checklist to the member's cur-rent command. The Career Counselor or appropriate representative will interview member being considered for orders. In addition, the Career Counselor will review member's service record to determine eligibility and/or limitations, which could impact the detailing process. After the Career Counselor has completed the screening process, feedback will be provided to the detailer. In addition, detailers will use Electronic Military Records System (EMPRS) for local screening if the system is available.

2. Posting Requisition. When a member has been identified and determined as qualified for a job, a detailer will post or assign individual to the specific requisition provided by EPMAC. When BUPERS sends orders to the member's command, a copy also will be sent to EPMAC for accounting purposes and feedback.

3. Initiating Orders. Detailers will create and use templates for drafting orders. PERS-455 and detailers will develop templates by December 15, 1999. Templates will be developed in a word processing software package and formatted in message format using existing p-text, shells, and other message resources.

4. Releasing Orders. Prior to releasing orders, detailers will perform costing either with stand-alone programs or manually. Also, detailers will assign reason codes, set new PRDs, and list obliserve requirements. Once these actions are completed, the detailer will route orders through the appropriate chop chain for approval. This routing chain will include a verification of the accuracy of the accounting data by PERS454. While the COOP is in effect, accounting will be a centralized to ensure budget policy is followed.

C. Generating Orders and Updating Systems. In addition to generating and delivering orders to the fleet, BUPERS distribution systems provide feedback and information to. update other systems, such as the Navy Enlisted System (NES) and Enlisted Personnel Requisition System, which are outside of BUPERS. **BUPERS will identify and coordinate information** that **must be provided to commands outside of** BUPERS. Additional reporting or special reports, which were feasible and possible with automated systems, will not be possible once the COOP is in effect.

1. Sending Orders. Orders will continue to be sent via message. If message capability is not possible, other means of transmitting will be used such as FAX, mail, or E-Mail.

2. Other Outputs/Feedback from BUPERS. BUPERS will coordinate and provide feedback information to EPMAC to ensure appropriate information is provided to ancillary commands for their systems.

III. Detailing RTC and "A" School Personnel

A. Background and Discussion. Although BUPERS is not directly involved in the movement of personnel from MEPS to RTC Great Lakes and from RTC Great Lakes to "A" schools, BUPERS does maintain the systems used by these commands. Military Entrance Processing Station (MEPS) uses Personalized Recruiting for Immediate and Delayed Enlistment (PRIDE) to obtain information for assigning individuals to RTC Great Lakes and to follow-on "A" schools. PRIDE uses schooling information from SPIRIT. The SPIRIT system is managed by BUPERS.

RTC Great Lakes uses schooling information from SPIRIT through EAIS to write orders for recruits. BUPERS uses SPIRIT through EAIS to assign Fleet sailors to "A" school and for detailing sailors to "C" schools. Therefore, SPIRIT is directly or indirectly used by MEPS, RTC Great Lakes, and BUPERS.

B. COOP for SPIRIT. If SPIRIT or NTRS are not functional by Y2K, a process must be identified to provide critical schooling information to all end users; specifically, MEPS, RTC Great Lakes, and BUPERS. This COOP addresses this scenario.

1. Background. Actual school information which feeds into SPIRIT is obtained from another system, Navy Integrated Training Resources Administrative System (NITRAS). NITRAS, managed by CNET, is the database system that contains schooling information. School houses, in most cases, provide school information to NITRAS. NITRAS is managed by CNET. NITRAS in turn provides information to SPIRIT. If EAIS, SPIRIT, or NITRAS become unavailable for use due to a Y2K crisis, then a backup process must be identified to provide schooling information.

2. COOP Procedures. Major training commands such as CNET (CNET represents approximately 80 percent of all "A" schools) will coordinate with school houses for obtaining school information. CNET and other training commands, will send schooling information to MEPS, RTC Great Lakes, and BUPERS through appropriate and available communication resources. If Y2K crisis persists longer than 90 days, then policy will be initiated to regulate accessions into RTC Great Lakes.

If BUPERS is forced to move personnel through MEPS, RTC Great Lakes, "A" schools, and ultimate fleet commands by means **other than BUPERS automated** distribution systems, then the process will necessarily be slower. Inputs from MEPS, RTC Great Lakes, CNET, **and major training commands are being identified and** will be incorporated into future revisions of BUPERS COOP. Coordinated efforts with other commands will ensure procedures are in place to continue detailing if a SPIRIT failure occurs. In addition, during the process, close monitoring and coordination must occur to ensure timely and appropriate movement of personnel from MEPS all the way to fleet commands.

Appendix C: COOP for Officer Detailing on or after Y2K

I. Objective. The COOP for officer detailing is applicable for PERS-41, PERS-42, PERS-43, and PERS-44. COOP focuses on identifying personnel eligible for orders, executing the order writing process, and delivering orders to the Fleet. Other outputs include sending pertinent information to update systems. This COOP assumes priority to sea vice shore commands. Outstanding Y2K problems are anticipated to be resolved within 90 days of occurrence.

II. COOP on or after January 1. 2000. Detailing will occur only for emergency, safety, and movement of personnel from training commands if Y2K causes partial or complete system failure to BUPERS distribution systems. Detailers will initiate the following steps:

A. Identifying Personnel for Orders. Detailers will identify officers for jobs from the following resources:

1. PRD Rollers. On or about December 6, 1999, but no later than December 31, 1999, detailers will generate and print a 12-month PRD roller list from ODIS or OAIS prior to system failure. If detailers have identified and written orders 6-9 months out, then BUPERS will potentially not have to detail normal PRD rollers for the first 3 months into the year 2000. The 12-month PRD roller list will be used if Y2K problems exist longer than 90 days. Resources permitting, detailers; will import PRD information into a stand-alone database such as Microsoft Access. In the detailing process, users will contact appropriate commands to confirm PRDs prior to movement of personnel.

2. Schools. Detailers, Placement Officers, and schools will be responsible for contacting and coordinating convening dates and quotas available via manual means, such as message, FAX, or E-Mail. CNET's COOP and other major school commands will address and identify procedures for providing schooling information to BUPERS.

3. Fleet Commands/Type Commanders. Individual commands or Type Commanders will be responsible for contacting BUPERS for special or emergency fills.

4. Joint Jobs/Major -Staff. Orders will be coordinated on a case-by-case basis.

B. Determining Eligibility and Writing Orders. Once personnel have been identified for orders, detailers must screen a member's qualifications and/or limitations. If a member meets requirements for a specific job, then orders will be initiated and released. The following steps will be performed:

1. Screening. Completed by detailers and placement officers. If local automated systems are available, such as EMPRS, they will be used as appropriate.

2. Initiates/Proposes. Detailers will develop and use a prescribed chop chain once orders are proposed for an officer. Each detailing branch will develop appropriate chop chain matrices for their specific community. Orders and chop chain will be routed either by E-Mail, hard copy, or other appropriate means available.

3. Writing Orders. Detailers and Placement Officers will identify and enter appropriate administrative text including costing codes in orders. If appropriate, school pipelines will be identified and listed with coordination/cooperation of CNET or other major echelon school command or school houses.

4. <u>Final Costing.</u> PERS-454 will perform final check of costing of orders prior to release of orders and maintain accounting totals until automated systems are operational. Detailers will be responsible for manually generating accounting information and list accounting line on every order.

5. <u>Detailer Checkbook.</u> Officer detailers will make appropriate entries and make updates into detailer checkbook to assist in the overall accounting effort. Individual logs maintained by detailers will provide a backup means of verifying accounting information if needed.

C. <u>Generating Orders and Updating Systems</u>. Besides generating and delivering orders to the fleet, BUPERS distribution systems provide feedback and information to update other systems outside of BUPERS. BUPERS will identify and coordinate information that must be provided to commands outside of BUPERS. Additional reporting or special reports, which were feasible and possible with automated systems, will not be possible once the COOP is in effect.

1. ' <u>Sending Orders.</u> Orders will continue to be sent via message. If message capability is not possible, other means of transmitting will be used such as FAX, mail, or E-Mail.

2. <u>Other Outputs/Feedback from BUPERS.</u> BUPERS will coordinate and provide feedback information to NRISO to ensure appropriate information is provided to ancillary commands for their systems.

NMPDS Distribution System

Appendix D

Acronym	System Long Name	Point of Contact	Work Source	Strategy	Phase	Estimated Phase Completion Date	Full Implementation Date
NMPE	Navy Manning Plan Enlisted	R. Burchett 678-1655	Government	Field Expansion	Validation	Oct 98 *	Nov 98
NTRS	Navy Training Reservation System		Contractor (SABRE)	Field Expansion	Validation	Nov 98	Dec 98
OAIS 11	Officer Assignment Information System	M. Anderson 678-0221	Government	Field Expansion	Validation	Oct 98 *	Oct 98
ODIS	On-line Distribution Information System		Government	Windowing	Validation	Oct 98 *	Oct 98
ODMS	Officer Distribution Management System	R. Burched 678-165	NCTSWASH	Field Expansion	Renovation	Aug 98	Oct 98
OISS	Officer Information Support System	M. Anderson 678-0221	Government	Windowing	Validation	Oct 98	Nov 98
ORGSUPP	Organization Support		Government	Wmdowing	Validation	Oct 98	Nov 98
SPIRIT	Support Program for Incentive Retention and Training		Government	Field Expansion / Windowing	Assessment	Aug 98	Dec 98
TASM	Tour Adjustment Simulation Model	M. Anderson 678-0221	Government	Windowing	Valida	Oct 98 *	Nov 98

*All validation exit dates based on availability of an OS/390 Y 2K test Domain by I Oct 1 998.

NMPDS Distribution Systems
Appendix D

Acronym	System Long Name	Point of Contact	Work Source	Strategy	Phase	Estimated Phase Completion Date	Full Implementation Date
AMSAS	Authorization Mobilization Selection and Adjustment System	M. Anderson 678-0221	Government	Windowing	Validation	Oct 98	Oct 98
DMRS	Diary Message Reporting System	C. Scruggs 678-1661	Government	Windowing	Validation	Oct 98	Dec 98
EAIS	Enlisted Assignment Information System	C. Scruggs 678-1661	Government	Windowing	Validation	Oct 98	Dec 98
EDPROJ II	Enlisted Distribution Projection System 11	R. Burchett 678-1655	Government	Field Expansion	Validation	Oct 98	Nov 99
EDVR	Enlisted Distribution and Verification Report	C. Scruggs 678-1661	Government	Windowing	Validation	Oct 98	Dec 98
EPRES	Enlisted Personnel Requisition System	R. Burchett 678-1655	Government	Windowing	Validation	Oct 98	Dec 98
FSSS	Fleet Strength summary System	R. Burchett 678-1655	Government	NO DATES USED	Validation	Oct 98	Oct 98
JASS	Job Advertising and Select System (Subsystem of MAST)	R. Burchett 678-1655	Government	Field Expansion	Validation	Oct 98	Nov 98
LOOMIS	Level of Operational Manning Information System	M. Anderson 678-0221	Government	Windowing	Validation	Oct 98	Nov 98
NAVACTSTAT	Navy Activity Status	M. Anderson 678-0221	Government	Windowing	Validation	Oct 98	Nov 98

*All validation exit dates based on availability of an OS/390 Y2K test Domain by I Oct 1998.